



**REQUEST FOR QUALIFICATIONS
UNDERWRITER POOL
QUESTIONS AND ANSWERS**

RFQ No. S16-017

Q&A No. 1

Date: July 5, 2016

Please note the clarification and/or additional information for the solicitation referenced above.

- 1. Q: Please clarify the method of binding our response the City would prefer per its instruction not to use spiral binding. Typically we would use an easily removable plastic spine and punched paper, with a clear plastic cover and cardstock backing. If that is not preferred, then does the City prefer the use of binder clips? (Our experience is that stapling may not be possible given cover, back and page separators?)**

A: Binder clips or plastic sliding bar covers are acceptable. We occasionally have to disassemble a response to accommodate an open records request. The less restrictive the binding, the easier this is.
- 2. Q: For item 1.4.6, could you please define “Texas municipality financing” for the purposes of making sure our responses are uniformly broad or narrow? Do you intend to include both negotiated and competitive underwriting? Taxable and tax-exempt, variable rate and fixed rate, short term and long term? All municipal issuers in the State of Texas? Etc.**

A: Yes. Broadly defined.
- 3. Q: For item 1.5.4, please clarify the “associated fees” you would like us to include for each deal description; is this meant to be Final Gross Spread giving the components of Final Gross Spread (Management Fee, Takedown and Expenses)?**

A: Yes. Final Gross Spread.
- 4. Q: For item 1.5.4 please clarify the meaning of the instruction “Attachment A may be used for a portion of the response?”**

A: This is a typo used from a previous template document. In this solicitation, Attachment A is the CIQ form. Thank you for bringing this to our attention.
- 5. Q: Under the heading “Solicitation Submission Requirements,” it states that the Respondent shall submit 1 CD or flash drive containing a complete copy of the Respondent’s submission. It also states that the CD or flash drive shall be titled: “Solicitation Number – Complete copy of [Name of Respondent]’s submission.” We will be submitting a CD copy, but our Windows system limits the length of the title of the CD itself to a maximum of 16 characters. Would it be possible to name the CD something shorter within that 16 character limit, but ensure that the PDF file of the response itself adheres to the specified requirement of “Solicitation Number – Complete copy of [Name of Respondent]’s submission?”**

A: So long as we can identify, at a minimum, the solicitation number and the firm on the CD label, that is acceptable. Some respondent’s simply use a marker to label their CD.
- 6. Q: For the information requested under 1.5.4 regarding references, we wanted to confirm that the references should be for the lead underwriter and not for the lead banker?**

A: Correct. Lead underwriter.

7. **Q: Does the City require hard copies or is electronic submittal acceptable?**

A: Part II, #3.3 (page 5 of the document) requires that hard copies be submitted.

Approved by



Joy Simonton, Purchasing Agent